SBDM Required Policy & Best Practice Checklist

Purpose: Policy and decision making authority is granted by KRS 160.345 (and other listed statutes) to schools for the purpose of creating an environment in each school that will enhance student achievement. School council members may use this checklist to review and revise their policies and determine whether they have met all statutory requirements and implemented best practice policies identified in the *Standards and Indicators for School Improvement (SISI)*.

Acronyms Used in this Document:
RP-Required Policy for A-1 Schools per KRS 160.345
RD-Required Decision for A-1 Schools by councils per KRS 160.345
(Reflected in a Policy or By-law for A-1 Schools)
RBL-Required By-Law for A-1 Schools by KRS 160.345
BPP-"Best Practice Policy" for A-1 Schools
SISI – Standards and Indicators for School Improvement

Please note these policies are the minimum only. Examples of policy language and sample by-laws are available for download from the KDE SBDM web page.

Statues and Regulations Impacting School-Based Decision Making:

KRS 160.345 School-Based Decision Making [http://www.lrc.state.ky.us/KRS/160-00/345.PDF]
KRS 158.031 Ungraded Primary Program [http://www.lrc.state.ky.us/KRS/158-00/031.PDF]
KRS 158.150 School Discipline [http://www.lrc.state.ky.us/KRS/158-00/150.PDF]
KRS 157.360 Maximum Class Size [http://www.lrc.state.ky.us/KRS/157-00/360.PDF]
KRS 158.060 Non Teaching Time for Teachers [http://www.lrc.state.ky.us/KRS/158-00/060.PDF]
KRS 160.348 SBDM Policy on Advanced Placement Options/ KVHS [http://www.lrc.state.ky.us/statutes/160%2D00/348.pdf]

704 KAR 3:440 Primary School Program Guidelines [http://www.lrc.state.ky.us/kar/704/003/440.htm]
704 KAR 3:304 Required Program of Studies [http://www.kde.state.ky.us/oapd/curric/Publications/ProgramofStudies/]
703 KAR 5:010 Writing Portfolio Procedures [http://www.lrc.state.ky.us/kar/703/005/010.htm]
703 KAR 4:040 Verifying Successful Completion of Primary [http://www.lrc.state.ky.us/KAR/703/004/040.htm]

POLICY AND BEST PRACTICE CHECKLIST

SECTION	SUB-SECTION	STATUS	Text: References Statute or Regulation	Present and Updated	Needs Revision	Need policy or decision
KRS 160.345 (2)	(c) 2	RP	**To establish committees or not**			
			If established must address:			
		RP	Facilitation of the participation of interested persons (KRS 158.031 - How "Positive Parent Involvement" and "Professional Teamwork" will be encouraged during committee meetings, at times and places primary parents and teachers can attend, including but not limited to child care for parents and teachers with very young children, transportation if needed, etc…)			
		RP	Number of committees needed			
		RP	Committee jurisdiction (task, timelines)			
		RP	Composition			
		RP	Membership process (KRS 158.031 - How "Positive Parent Involvement" and "Professional Teamwork" will be encouraged on school committees)			
	(h)	RP	**Define consultation on hiring** (per HB 321) including but not limited to:			
		RP	Meetings			
		RP	Timelines			
		RP	Interviews			
		RP	Review written applications			
		RP	Review references			
	(i) 1	RP	**Determination of curriculum, including needs assessment and curriculum development;**			
		RD	(KRS 158.031/ 704 KAR 3:440/ 703 KAR 5:010/ 704 KAR 3:304 Developmentally Appropriate Practices for primary students, including but not limited to integrated curriculum, learning centers, process writing, discovery learning, writing across the curriculum, thematic units and special projects.)			
		RD	(KRS 158.031/ 703 KAR 4:040 How authentic assessment and qualitative reporting will be done for students in the Primary Program)			
		RP	(KRS 160.348 requires SBDM councils in secondary schools to establish curriculum policy on advanced placement options, including KVHS.)			

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SECTION	SUB-SECTION	STATUS	Text: References Statute or Regulation	Present and Updated	Needs Revision	Need policy or decision
KRS 160.345 (2)	(i) 2	RP	**Assignment of all instructional and non-instructional staff time;** (Assignment of all instructional aides and primary teachers, including Title 1 and Special Education teachers, and those who teach Art, Music, PE, etc.)			
	(i) 3	RP	**Assignment of students to classes and programs within the school;** (How primary students will be assigned to teachers or families within the school, and/or how parents will have input into which classroom or family their child is in, and how special needs students will be included.)			
	(i) 4	RP RD	**Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board;** (KRS 158.031/ 704 KAR 3:440/ 703 KAR 5:010 Configuration of primary school to reflect flexible grouping for academics, including but not limited to multi-age and multi-ability groupings for students, cooperative learning, discovery learning, and themes and projects that allow continuous progress through the primary school for each child.)			
	(i) 5	RP	**Determination of use of school space during the school day;** (Including the location of primary and elementary classrooms and families, music, PE, Arts, and other special classes.)			
	(i) 6	RP RP	**Planning and resolution of issues regarding instructional practices;** (KRS 158.031/ 704 KAR 3:440/ 703 KAR 5:010/ KRS 158.030 Configuration of primary school to reflect flexible grouping for academics, including but not limited to multi-age and multi-ability groupings for students, cooperative learning, discovery learning, and themes and projects that allow continuous progress through primary school for each child, including "Kindergarten" or entry level students who will turn five (5) by October 1. Implementation of school wide reading models that require teachers to use specific instructional methods should be included in the policy.)			

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KRS 160.345 (2)	(i) 7	RP RD	**Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor, and principal;** (KRS 158.150 - How primary school teachers and administrators will meet the social and emotional developmental needs of 5-8 or 9 years olds in the primary program, using suspension or expulsion options only under exceptional conditions where there are safety issues for the child or others as per the statute and local board policy. Any school wide behavior management program that requires every staff member to participate should be included in the policy - such as Second Steps, Project Bravo, etc…)			
	(i) 8	RP	**Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications, and attendance requirements, program evaluation, and supervision;** (Must be within the district code of conduct)			
	(i) 9	RP RD	**Procedures, consistent with local school board policy, for determining alignment with state standards, technology utilization, and program appraisal.** (KRS 158.031/ 704 KAR 3:440/ 703 KAR 5:010/ KRS 158.030 Procedures for assuring that instructional technology that are correlated with the curriculum is implemented throughout the Primary Program, and procedures for primary program evaluation and improvement are in place.)			

| | (j) | PD | **Each school council shall review their disaggregated CATS data each year.** (The KDE will provide them with an equity analysis that will assist them in identifying any gaps between subgroups of students in their school. After the required review, the school council shall include parents, faculty and staff from the school in developing and adopting a school improvement plan that will establish specific targets for closing all achievement gaps identified in the school. The Comprehensive School Improvement Plan shall ensure that every student makes progress every year toward proficiency by 2014.) | | | |

POLICY AND BEST PRACTICE CHECKLIST

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KRS 160.345 (2)	(d)	RD	**Meeting frequency & agenda** (council & committees - meeting times should facilitate participation for all stakeholders)			
	(e)	RD	**Open meetings** (KRS 61.810)			
		RD	(KRS 158.031 - How "Positive Parent Involvement" and "Professional Teamwork" will be encouraged during school council meetings)			
		RD	Regular meeting schedule (time, place & how advertised)			
		RD	Special called meetings			
		RD	Closed session			
	(f)	RD	**Number of personnel in each job classification** (process for determination)			
	(g)	RD	Determining:			
		RD	**Textbooks**			
		RD	**Instructional materials**			
		RD	**Student support services** needed for students including but not limited to health or medical services, family services, counseling services, and how the services will be provided, as described in the activities in the CSIP.			
	(h)	RD	**Filling vacancies**			

		RD	Hiring principal (new)			
	(i) (10)	RP	Consultation for hiring teachers			
	(i) (10)	RP	Consultation for hiring instructional assistants			
KRS 160.345 (4)		RD	**Any other authority** granted by the local board of education and permitted by law.			
KRS 160.345 (6)		RD	**Mandated training** for school council members (when, where, how, who)			
			New members – 6 hours			
			Experienced members (served at least one full year) – 3 hours			

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SECTION	SUB-SECTION	STATUS	Text: References Statute or Regulation	Present and Updated	Needs Revision	No policy or decision on record.
KRS 160.345 (2)	(a)	RBL	**Membership** of the council – composition – principal as chairperson			
	(b) 1	RBL	**Length of council terms**			
	(b) 2	RBL	**Election of minority parent/teacher representatives by principal**			
	(c) 1	RP	**Learning environment:** School council sets school policy consistent with district board policy to provide an environment to enhance students' achievement and to help schools meet goals of KRS 158.645 & 158.6451			
KRS 160.345 (3)	(b)	RP	**School report cards and progress report formats** to be used by the teachers in each school			
	(h)	RBL	**Requirements for record keeping** by the school council			
	(i)	RBL	**A process for appealing a decision** made by a school council.			

POLICY AND BEST PRACTICE CHECKLIST

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KRS 160.345 (3)		BPP	**The local board should have policies in the following areas to guide the council (these are areas of local board authority):**			
	(a)	BPP	**School budget and administration;**			
	(c)	BPP	**School improvement plans**, as well as the school safety plan and requests for funding from the Center for School Safety under Section KRS 158.446; (School and district improvement plan formats are determined board guidelines and policy. KRS 160.345 (3). Non-teaching time provided by the local board of education for teachers to plan together for instructional improvement as per KRS 158.060)			
	(d)	BPP	**Professional development plans** developed pursuant to KRS 156.095 (KRS 158.060/ KRS 158.031 Should be aligned with professional development needed for staff members to implement the activities in the Comprehensive School Improvement Plan, including school wide classroom management, reading instruction, or other programs requiring the participation of every teacher. May include a list of desired Professional Development opportunities for new primary teachers, instructional assistants, and other staff in the school.) (Board has authority over 1 day; school council determines the use of the other 3.)			
KRS 160.345 (8)		BPP	**Planning professional development (PD) in cooperation with the district's coordinator and other school councils.** (KRS 158.060/ KRS 158.031 Policy to establish the members that will meet and plan with other councils to implement the PD activities in the Comprehensive District Improvement Plan, such as district-wide discipline code, district-wide student assessment systems, district-wide technology and communication systems, etc.)			

Standards and Indicators - SBDM Policy Area	Standard/Indicator	Is Policy Developed? Communicated? Implemented? Monitored?
Curriculum Development, Alignment, Revision, Vertical /Horizontal Articulation, Transitions	1.1.f	
Appropriate Use of Authentic Assessment	2.1.b	
Review of Assessment Data to Identify Curriculum Gaps	2.1.d, 9.2.a	
Multiple Assessments of Student Learning	2.1.e	
Policies and Operational Procedures on Assessment Issues	2.1.g	
Teacher Use of Effective and Varied Instructional Strategies	3.1.a	
Alignment of Instructional Strategies with Learning Goals/Student Standards	3.1.b	
Use of Instructional Strategies to meet Diverse Learning Needs of Students	3.1.c	
Use of Technology in Instruction	3.1.c	
School Homework Policy (how homework is assigned, monitored, and connected to instruction)	3.1.h	
School Discipline: Safety Policies that Enforce a Safe, Orderly, Equitable Learning Environment	4.1.a	
School Schedule: Provides Time for Teacher Collaboration and Flexibility (Approved by Council)	4.1.b, 4.1.f, 8.1.a, 8.1.d	
Staffing Policy: Effective Student/Teacher Ratios	4.1.f, 8.1c	
Written Public Relations Plan (Approved by Council)	4.1.i	
Appreciation of Diversity and Support of Educational Equity	4.1.k	
Policies that **ensure** students have equal access to Core Curriculum	5.1.b, 8.1.b	
Referral Process for Students to Health and Social Services	5.1.c	
Identification of Programs and Support Services for Students Struggling Academically	5.1.c, 8.1.f	
Professional Development (Needs Assessment/Schoolwide Plan/Resource Allocation/Evaluation)	6.1.b, 6.2.c	
Evaluation of Personnel (Procedures/Self-Assessment/Professional Growth/SBDM Policy Implementation)	6.2.a, 6.2.f	
Protection of Instructional Time	7.1.g, 8.1.d	
SBDM Policy Revision and Review	7.1.i	
Planning Policy (Mission/Beliefs/Review and use of Data/Prioities/Focus on Academic Performance/Reporting)	7.1.j, 9.1, 9.2, 9.3, 9.4, 9.5, 9.6	
Budget Process (involves staff members in needs assessment, fiscal decisions, comprehensive improvement plan connection)	8.1.a, 8.2.a	
Committee Process (standing and ad hoc committees, leadership opportunities)	8.1.a, 9.5.b	